

## **Directions for Applicants Requesting a Variance**

### **Purpose of zoning ordinance and granting variances -**

The purpose of a local zoning law is to protect the health, welfare, and safety of the residents in the community. Any change in land use should protect the value of the surrounding neighborhood or provide a more enjoyable or pleasing community. A variance will only be granted if it meets one or more of the following conditions:

1. There are practical hardships created by the strict adherence of the Zoning Law.
2. Compliance would create significant financial or economic hardship.
3. The requested variance will not alter the character of the neighborhood.
4. Public safety and welfare is secured.
5. The variance is in harmony with the general purpose and intent of the Zoning Law.

### **Application process -**

The applicant must be the property owner or an authorized representative of the property owner at the time of the request for variance. It is the responsibility of the applicant to submit the following information to the Planning and Zoning Department:

1. "Request for Action" Form.
2. Copy of official survey stamped by a licensed surveyor or engineer. (Must be no larger than 8.5" x 14")
3. Photographs, drawings, or any other descriptions necessary to show the proposed improvements or signs.
4. "Access Consent" Form that allows the ZBA members to inspect your property.
5. Letters from adjacent neighbors indicating they are aware of your request and hearing time.
6. A non-refundable fee of \$50.00 payable to the Town of Clarence for public notice and hearing.

### **Prepare your property for inspection -**

1. Identify the property by house number or a sign visible from the road.
2. Stake the appropriate points on your property where the variance is being requested. (ie. corners of proposed building, or leading edge of sign)

### **Public notice and hearing -**

1. Official notice will be published in the Clarence Bee or Buffalo News at least five days before the hearing date.
2. All interested parties will be allowed to speak. Presentations should be complete and concise.
3. The applicant must appear personally or by an authorized representative.
4. The meeting is held in the conference room in the Planning and Zoning Office.

The Zoning Board of Appeals is a five-member board comprised of local citizens who may deny, approve, conditionally approve, or table your request. If the above information is not provided before the hearing date, your case will be postponed until the next available meeting. The above notes have been compiled for informational purposes only. If you have any questions, please contact the Planning and Zoning Office at 741-8933.